The Manager,
Allied Bank Limited,
Dalazak Road, Faqirabad,
P E S H A W A R.

Date: 10/01/15

Dear Sir,

ACTIVATION OF DORMANT / INACTIVE ACCOUNT

Respectfully, it is stated that I was maintaining my account number 0010024056230013 with your branch. Due to some problems I could not continue it on regular basis and become dormant / inactive. Now I want to reactivate my account.
It is, therefore, requested to activate my account and oblige.

Yours faithfully,

Signature
Name and Address: KHALIL AHMAD
Contact No:

S.No	DISCRIPTION	YES	NO
01	Request letter received from the account holder?		
02	Original CNIC seen and photocopy obtained?		
03	For Non-residents / out of city – verified signatures and obtained the signatures of the bearer along with CNIC copy of the bearer retained?		
04	Signature tally with S.S Card / computer system?		
05	If signature different, new signatures obtained on SS card after verification of the account holder?		
06	If new signatures obtained are scanned in computer system?		
07	Postal address and telephone numbers confirmed?		
08	If signature different from record, signed request for change of address obtained?		
09	If address different, the new address updated in system?		
10	Enquire reason for absence?		
11	Satisfied with the reasons?		
12	Request for additional information / documentation?		
13	If cheque presented in clearing collection, contact the a/c holder and document below the conversation / clearance from him otherwise mention a/c holder not contactable ?		
14	Account status changed to active?		

Remarks if any

Banking Services Manager